**PMI MileHi LOGO 00000.jpgPMI MileHi Chapter/ DMPMEF**

**High School Project Competition-2012**

**Project Management Notebook Rubric**

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| --- | --- | --- | --- | --- |
| Team  Number: | Team  Name: | School: | | |
| **Component** | | | **Points** |
| **Notebook Presentation:** An attractive notebook with a cover identified with Team Name and number, Team Log, and Team Motto. Bring models, and other visual items, to support the overall presentation. (5 pts) | | |  |
| **Sections / Tabs:** Tabs for the following sections: Executive Summary, Integration Management, Scope Management, Time Management, Cost Management, Quality Management, Human Resources Management, Communication Management, Risk Management, Procurement Management, and Lessons Learned/Close. Other sections and tabs at the team’s discretion. (5 pts) | | |  |
| **Executive Summary:** A clear and succinct summary that would enable a person not familiar with the competition to easily understand this project and the team’s activities. (5 pts) | | |  |
| **Integration Management:** The Charter explains how the team identified and gained permission to move forward with their project. Identify the Change Control process that you maintained control of the various parts of your project to make sure all of the parts were coordinated and facilitated preparation for the success of the team. (10 pts) | | |  |
| **Scope Management:** The Project Statement (PS) identifies all of the work (tasks and/or activities) required to complete the project. The Work Breakdown Statement logically organizes and helps visualize how the work will be done. Who will do the work, what skill levels may be needed, and costs associated with doing the work should be defined for each task or activity. (10 pts) | | |  |
| **Time Management:** Tasks/activities need to be defined and organized into a logical network diagram. The critical path should be identified and mapped (10 pts) | | |  |
| **Cost Management:** Document initial budget, funding resources, and in process finance modifications. List estimates, purchases, costs, and dates. (10 pts) | | |  |
| **Quality Management:** Identify the processes that you will use to track and maintain the quality of your project. Document testing procedures and results that demonstrate that the project tested sufficiently delivers the project. (10 pts) | | |  |
| **Human Resources Management:** List and define responsibilities by team member sufficiently that each understands their role and responsibilities, and supports the competitive effort. (10 pts) | | |  |
| **Communications Management:** Prepare a communications plan. Identify what needs to be communicated, why does it need to be communicated, who should initiate and receive communications, the best method for communicating, who is responsible for communications, and when and how often to communicate. (10 pts) | | |  |
| **Risk Management:** Identify potential risks associated with the project and an assessment of the risk, i.e., Probability of occurrence and severity of impact. Consider mitigation of the risks. (10 pts) | | |  |
| **Lessons Learned**: Identify those items and activities that would enhance the project’s performance in the future and better prepare the class for next year. (5 pts) | | |  |
| **TOTAL POINTS** (100 possible) | | |  |

**Judge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**